SPEAK FRC News Bulletin

Issue Number 19 October 2015

Q3 Outputs... deadline approaching!

Outputs data for quarter 3 of 2015 should be entered into the SPEAK FRC system by close of business on the **16th October**. The programme-level outputs report for the quarter can only reflect data that is inputted into by this deadline.

If you think your FRC will have a problem meeting the deadline, please contact your Regional Support Agency as soon as possible.

There are three steps involved in meeting the deadline. These three steps all relate to the 'Quarterly Reporting' Section. FRCs are to:

1) Report on Outputs from Actions (p3)
2) Report on FRC Working Methods (p4)
3) Click quarter 3 as 'Completed' on the End of Section page (p5)

Reporting on Outputs from Actions

Navigate to Quarterly Reporting Section>Page 3: Reporting on Outputs from Actions. This page is divided into five parts with each part corresponding to one of the 5 programme outcomes. All of your FRC's specific action files are listed on this page under one of these 5 headings.

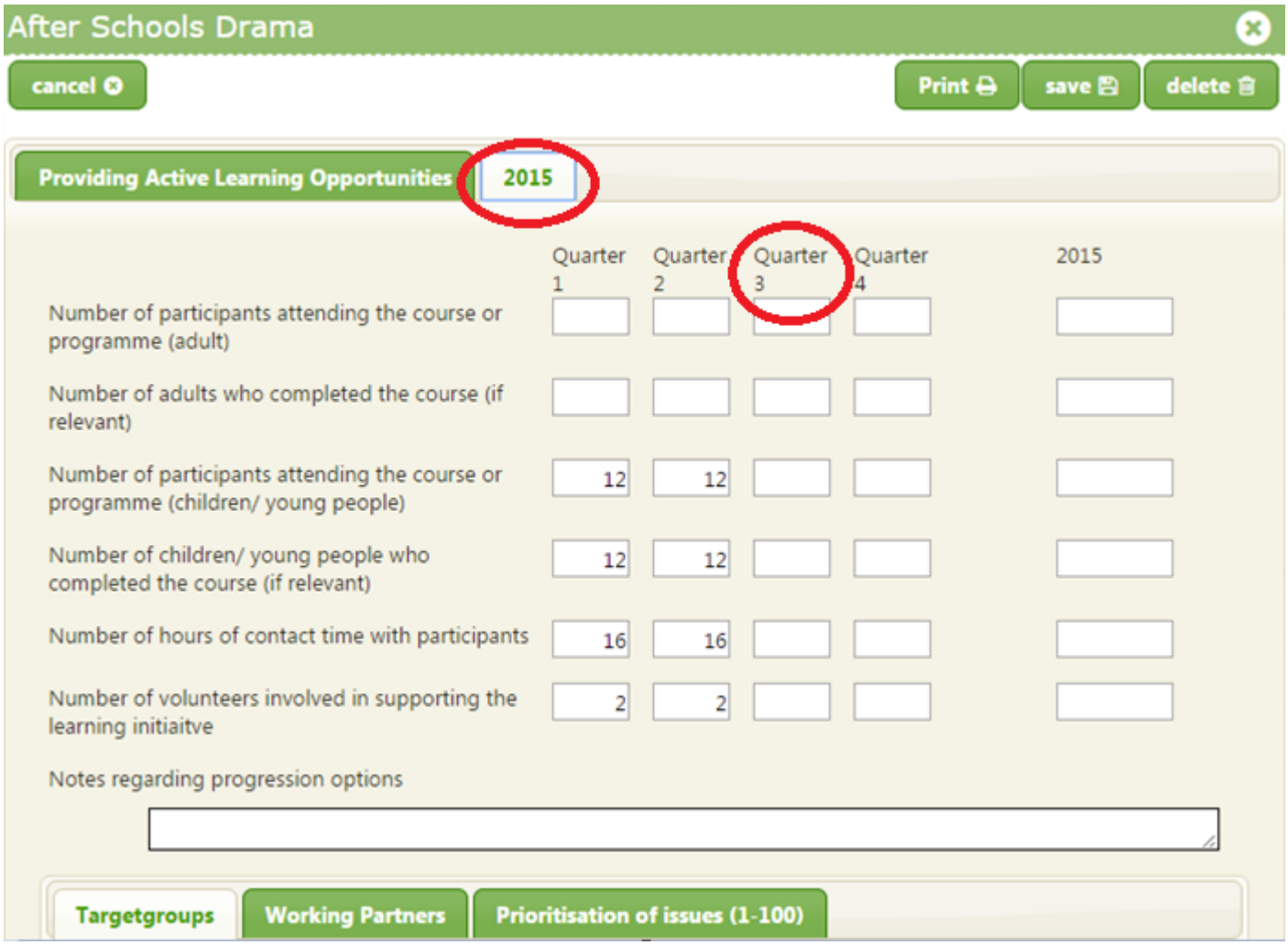
You should enter the outputs for Quarter 3 in each of these specific files.

This is done by clicking on the edit icon ('') beside each file and then:

a) Clicking on the '2015' tab.
b) Entering in the figures for quarter 3 into the column headed 'Quarter 3'.
c) Clicking 'save'.
d) Keep going until all the files are updated.

You might want to add some commentary in the text boxes too. You can do this as you go along or you can wait until the end of the year; whichever suits.

If you do not have outputs to enter in some files that's fine, just move onto the next file.



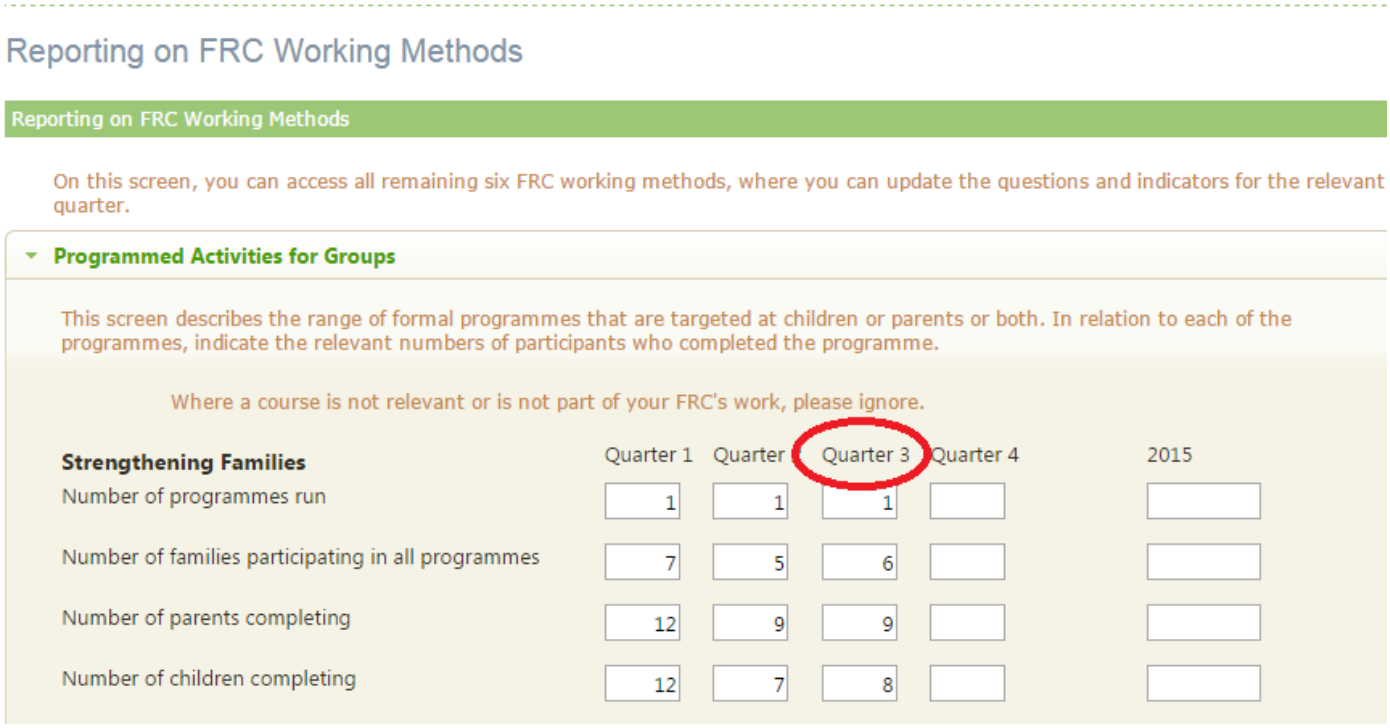
Reporting on FRC Working Methods

This page is divided into 6 parts. Each of these parts contains questions relating to areas of work that many FRC's undertake.

You are asked to enter in the outputs for quarter3 under whichever headings are relevant to your FRC.

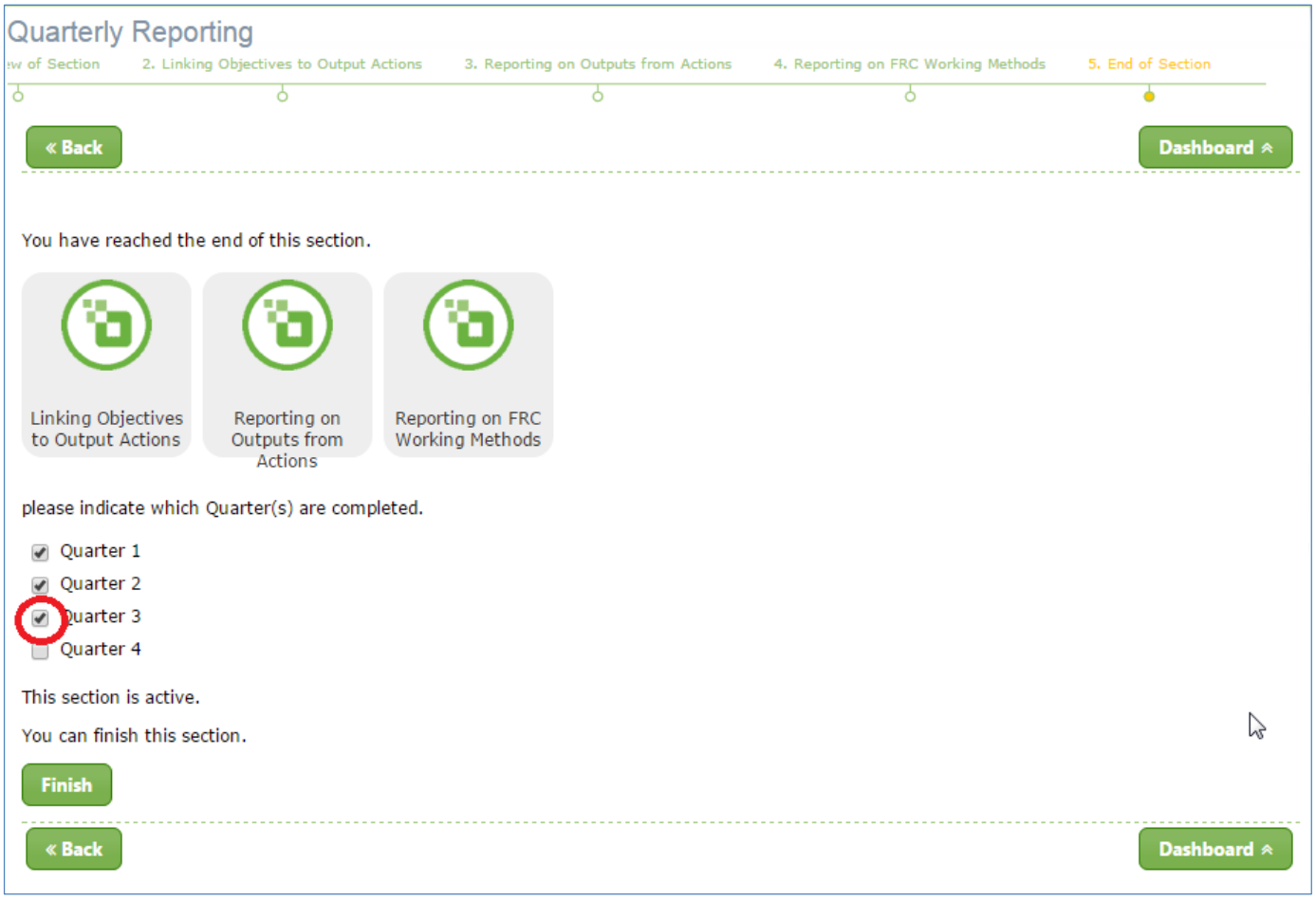
This is done by:

a) Clicking on the relevant heading.
b) Entering in the figures for quarter 3 in the column headed 'Quarter 3'.
c) Keep going until you have visited the section under each of the 6 headings.
d) You will not be able to progress from one part of this page to the next without being asked to save your work.


Reporting on FRC Working Methods
Reporting on FRC Working Methods
On this screen, you can access all remaining six FRC working methods, where you can update the questions and indicators for the relevant quarter.
Programmed Activities for Groups
This screen describes the range of formal programmes that are targeted at children or parents or both. In relation to each of the programmes, indicate the relevant numbers of participants who completed the programme.
Where a course is not relevant or is not part of your FRC's work, please ignore.
Strengthening Families
Quarter 1
Quarter
Quarter 3
Quarter 4
2015
Number of programmes run
1
1
1
Number of families participating in all programmes
7
5
6
Number of parents completing
12
9
9
Number of children completing
12
7
8

End of Section:

Please tick the box to indicate that you have completed the data entry for quarter 3.



Where's the SPEAK data going?

So far this year, SPEAK FRC data has been put to a number of uses.

Every quarter, the programme provides a programme-level outputs report to Tusla. This presents a summary of outputs per working method as they relate to each of the five programme level outcomes.

Alongside this, reports focusing on specific elements of FRC work have been compiled in response to requests received from inside and outside of the programme. For example:

- FRC programme: Direct Supports for Parents, Outputs 2014
- FRC Programme: Local Engagement, 2014
- FRC Programme: Mental Health Initiatives, Outputs 2014
- FRC Programme Direct Supports to Children, Outputs 2014
- National Programme Report on FRC work with LGBT communities, 2014

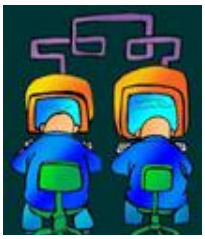
SPEAK data has also informed responses to parliamentary questions and information requests relating to work with Refugees and Asylum Seekers, Homeless People and Breakfast Clubs.

Reports relating to the work of particular clusters of FRCs have also been compiled. These took the form of quantitative reports on outputs as well as qualitative reports with a focus on outcomes.

Coming Soon:

Keep an eye on the Apps section of SPEAK to see a range of reports that have been compiled using 2014 SPEAK data.

More than one SPEAK user?



FRCs are not advised to have more than one person entering data into SPEAK at the same time through the same account.

If you intend to have more than one person entering data at the same time then you should request a second account for your FRC.

SPEAK Schedule 2015- 2016

Task		Deadline
Outputs Quarter 3, 2015	Entering outputs data for period July, August and September 2015	16th October 2015
Outputs Quarter 4, 2015	Entering outputs data for period October, November and December2015	22nd January 2016
Complete Cycle for 2015	a. Completing 'Project Audit' and 'Outcomes' sections for 2015 b. Reviewing 'Project Profile Information' and 'Outputs' sections for 2015	22nd January 2016

Where can I get help with SPEAK?

1. A selection of document and guides, including a User Manual, can be downloaded in the Apps Section of SPEAK FRC.
2. FRCs can browse a mock data set by logging into the fictional "Sandbox Project".
3. Ring your Regional Support Agency with any questions you may have:
   - Western Region: West Training & Development
   - Eastern Region: Framework
4. Ring Dave at Nexus Research (086 8166241) with questions about your account or the software.
5. Contact any of the National Forum of FRC representatives on the SPEAK Working Group with questions about deadlines, reports, etc.